

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

(916) 324-2330



October 12, 1982

ALL-COUNTY LETTER NO. 82-105

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: IN-HOME SUPPORTIVE SERVICES - INDIVIDUAL PROVIDER TIMESHEETS

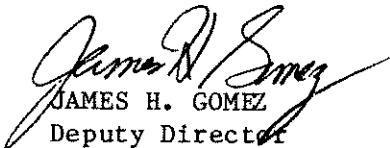
REFERENCE:

The purpose of this letter is to provide guidelines regarding the county's responsibility for processing timesheets for Individual Providers. The guidelines supplement Manual of Policies and Procedures Section 30-469 and are intended to assist counties in establishing effective internal controls regarding timesheets.

1. Prior to entering timesheets into the payrolling system, the county shall ensure that each timesheet is appropriately signed and dated. The recipient's signature represents verification that services authorized were in fact rendered. A timesheet lacking such verification shall be returned to the recipient with instructions for completion.
2. In those instances where the recipient is unable to sign the timesheet, an authorized person can sign on his/her behalf. Although the regulations specify that the recipient must sign the timesheet, we recognize that exceptions occur. A reasonable course of action is to seek someone who is knowledgeable of the recipient's situation to sign on his/her behalf. Two critical conditions of this provision are: 1) authorization for someone other than a legal guardian or conservator to sign the timesheet must be at the recipient's request and, 2) the authorization must be documented in the case record.
3. While recipients can designate anyone they wish to sign the timesheet, it is the position of the Department that, unless the provider is a legal guardian or conservator of the recipient, the provider shall not be authorized to sign the timesheet for the recipient.
4. If the recipient requests that the social worker sign as the authorized person, the approval of the social worker's supervisor should be documented in the case record each time such a request occurs.

5. Where the recipient has not provided authorization for alternate signature and the recipient's death precludes completion of the timesheet, the administrator of the recipient's estate will be considered authorized to sign the timesheet. For intestate recipients, the county should place incomplete timesheets in a pending file until the probate court appoints an administrator of the estate.
6. For purposes of control, counties should maintain a separate central record of persons authorized to sign on behalf of individual recipients in addition to documentation in each case record. If possible, the recipient should provide an affidavit of authorization to the county.
7. Timesheets which lack the provider's signature shall be returned with instructions for completion. For advance pay cases, if the provider cannot be located, the recipient may be required to sign a separate affidavit affirming that the provider worked the appropriate hours and is unavailable. The county should monitor closely those advance pay cases where the recipient repeatedly fails to obtain the provider(s) signature and may consider the appropriateness of placing the recipient on the arrears payment cycle.
8. If the county receives a timesheet before the end of the pay period showing hours worked beyond the current date, the timesheet shall be returned for correction or the information shall be otherwise verified.

Questions regarding these guidelines should be directed to your IHSS Systems Management Consultant at (916) 323-0270 or (8) 473-0270.


JAMES H. GOMEZ
Deputy Director
Administration

cc: CWDA